

University of Delhi
Delhi University Library System
E-Book Policy
2020

1. Objective:

With clear understanding that NOT ALL MATERIALS ARE AVAILABLE IN E-BOOK FORMAT AND NOT ALL LIBRARY USERS WISH TO USE DIGITAL EDITIONS, the DULS libraries will continue to collect print titles. However, with user expectation of the content delivery 24x7, the DULS will acquire e-books also to cope with the latest development in collection development of libraries.

2. Recommendation

As per the direction of the competent authorities, **“Books available as e-book should be purchased in e-format only”**. As in the case of print book, e-book(s) will also be acquired on the recommendation of faculty/librarians duly forward by the concerned department Head. The Departments would be requested to pick and choose a title(s), instead of recommending complete collection.

The faculty will be requested to recommend only for the last two years book(s) e.g., in 2019, the faculty should recommend only those title(s) which has been published in 2018 or 2019. However, they can recommend older publication also if needed for teaching and research.

Print Copy of the same title and edition should not be acquired if e-book has been acquired.

3. Approval of Recommendation

In case of individual title(s), practice followed for print book will also be followed for e-book i.e., Administrative Head will give the approval.

In case, the Department recommends a complete collection of a publisher/aggregator, the recommendation will be placed before the Standing Committee on E-Resources for negotiation.

4. Budget Head

Maintenance Grants allocated for each department for purchase of book will be used. In case of more funds needed for e-Books, the competent authorities would be requested.

5. Source of Acquisition:

Efforts should be made to place an order for e-book directly to publisher. In case publisher does not accept the order directly, then to the authorized vendor of publisher/aggregators in India.

6. Perpetual vis-à-vis Subscription

Preference should be given to place order(s) for those e-book(s) which are available in perpetual mode. If Department recommends those title(s) which are available in subscription mode, then the recommendation will be placed before the Standing Committee on e-Resources.

7. Payment

Payment of e-book will be made in advance.

8. Accessibility

Preference should be given to those titles for the publisher/vendor/aggregator agrees to provide access to University of Delhi IPs as in the case of electronic databases.

9. Digital Resource Management

The title(s) which are free from Digital Resource Management (DRM) should be prefer.

10. License Agreement

Generally an agreement is to be signed between University of Delhi and publisher/aggregator/vendor to access the e-book. The In-charge, Library would be authorized to sign the agreement. While signing the agreement, the In-charge, Library should make sure that the jurisdiction for any dispute should be in Delhi.

11. Exchange Rate

RBI/SBI exchange rate of billing date will be applicable.

12. Price Proof

A print of publisher's website on billing date will be acceptable as price proof.

13. Accessioning

All e-book will be accessioned as done in the case of print book. A new series with some prefix for e-book will be started after the discussion with DULS libraries.

Guidelines of Publishers/Vendors/Aggregators

1. Download Facilities

The publisher/aggregator/vendors should clearly mention whether there is any limit on downloading. The downloading can be performed for chapter or complete book in single go.

2. Maintenance Fee

While providing price, they should clearly mentioned about maintenance fee, if any for future.

3. MARC Record

The publisher/aggregator/vendor should provide MARC record of title(s) to be incorporated in library catalogue.

4. Compatibility with Discovery tools/ Federated Search Engines

The Publisher/aggregator/vendor should clearly mention whether the e-book title(s) are searchable through Discovery tool/ federated search engines.

5. Remote Access

All the limitation for remote access, if any, should be brought to the notice of the library. The library should not purchase title having restriction for remote access.

6. Future Guarantee of Accessibility

The library should make sure that in future the access to the e-book(s) will be available even if the publisher/aggregator liquidated.

- a. **LOCKSS:** The LOCKSS ("Lots of Copies Keep Stuff Safe") project, under the auspices of Stanford University, is a peer-to-peer network that develops and supports an open source system allowing libraries to collect, preserve and provide their readers with access to material published on the Web. Its main goal is digital preservation.

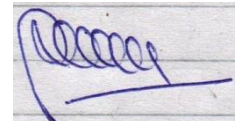
- b. **PORTICO:** Libraries and publishers can be confident that their e-journals, e-books, and digitized collections will be accessible to researchers, scholars, and students in the future.

7. Requirement of Special Gadgets

The requirement of special gadgets to access the e-book should clearly be mentioned.

8. Jurisdiction

Jurisdiction of any dispute arising out in any circumstances should be Delhi,



Dr Narender Kumar
University Librarian